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P.O.S.T. Approved Training Course Registration Guidelines

Thank you for sponsoring/conducting training to further the mission of Colorado peace officers. P.O.S.T. is proud to provide training credit to certified Colorado peace officers for their participation.

The purpose of P.O.S.T. approval is to:

1. Maintain a current, permanent training record for each peace officer.
2. Provide a current calendar of approved training courses and classes to aid law enforcement personnel in addressing training needs.
3. Document, validate, and defend the use of state funds directed toward peace officer training.

The following steps will expedite the registration and reporting processes for you and your attendees:

4. Each active, certified Colorado peace officer is issued a P.O.S.T. Identification (PID) card upon certification. Permanent cards contain an electronic bar code, temporary cards do not.
5. When you notify P.O.S.T. of a scheduled class we will provide you an Excel roster for registration. This roster contains all necessary tracking/recording information except for the PIDs of the attendees.
6. If you wish, P.O.S.T. can arrange for the temporary use of an electronic scanner to read the PID cards. Otherwise, the number can simply be typed into the roster via a laptop computer.
7. All that P.O.S.T. needs from the attendee is their PID number.
8. Upon completion of the course, return the Excel version of the roster to P.O.S.T. within one (1) week for uploading into our database. (We are not able to process fax, pdf, and other non-interactive versions of rosters.)

For a smooth registration process, please ensure the following:

9. All flyers, advertisements, etc. and the registration form should inform participants to bring their PID card in order to register. If you are conducting pre-registration, simply ask for that information on the pre-registration form and eliminate delay at the venue.
10. Use the electronic roster provided you by P.O.S.T. It contains all of the necessary tracking information and only requires attendees, or the registrar, to input the PID numbers.

P.O.S.T. shares your goal to provide quality training to peace officers in a cost effective, expeditious fashion. Following these simple guidelines will aid us all in enhancing peace officers' capabilities in providing safe, quality service to the citizens of Colorado. Please do not hesitate to contact us for assistance.